

EMERGENCY MANAGEMENT

Section: NLLS Employee(s) | Chapter: Workplace Health and Safety | Page(s): 3

Subject: **EMERGENCY MANAGEMENT** | Sec 1, 2D

Reviewed 2025-08-02 | Revised: 2025-09-26 | Effective: 2023-08-25

1. Purpose

The purpose of this policy is to ensure that Northern Lights Library System (NLLS) is prepared to respond effectively to emergencies that may disrupt operations or place staff at risk. This includes public health events, natural disasters, severe weather, facility-related incidents, and other unexpected disruptions.

2. Definitions

- **Emergency:** Any situation that threatens the safety, health, or welfare of staff, the community, or the continued operation of NLLS services. This may include fire, flood, power outage, severe weather, public health crisis, or violence.
 - **At-Risk Employee:** An employee who, due to medical, accessibility, or other circumstances, may be more vulnerable during an emergency.
 - **Alternate Work Assignment:** Temporary reassignment of duties, location, or hours to allow continued work in a safe and appropriate manner.
 - **Closure:** Temporary suspension of operations at one or more NLLS facilities due to emergency circumstances.
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3. Scope

This policy applies to all employees of NLLS and covers emergency preparedness, response, and recovery efforts. It is designed to align with provincial and federal emergency directives and occupational health and safety obligations.

4. Roles and Responsibilities

Executive Director

- Acts as the lead authority for all emergency-related decisions.
- Monitors official government advisories and implements responses as needed.
- Communicates promptly with all staff and the Executive Committee.
- May authorize:
 - Temporary closure of facilities
 - Modified operations
 - Remote work
 - Temporary layoffs (in consultation with the Executive Committee)

Managers and Supervisors

- The Executive Director will designate a manager to act on the ED behalf in the absence of the ED.
- Ensure team awareness and compliance with emergency procedures.
- Communicate any employee concerns or operational challenges to the Executive Director.
- Support transition to alternate work arrangements where appropriate.

Employees

- Stay informed through official internal communications.
- Comply with all safety directives and emergency procedures.
- Inform their supervisor if they are considered an at-risk employee or face specific challenges during emergencies.
- Be vigilant regarding their personal risk.

5. Emergency Types and General Responses

Emergency Type	General Response
Severe Weather / Power Outage	Closure or modified workday may be implemented. Refer to [Inclement Weather Policy – Sec 1, 1T].
Public Health Emergency	Remote work, modified schedules, or safety protocols may be required.
Facility Damage	Relocation, closure, or reduced operations may be required.
Fire or Violent Incident	Immediate evacuation following emergency response plans.

Different emergencies require difference responses. The Executive Director will tailor the response plan to the emergency.

6. Continuity of Operations

To maintain essential services during emergencies:

- Staff may be assigned alternate work, including remote work or flexible scheduling, where feasible.
 - Managers will coordinate workload and priorities to ensure service continuity.
 - Access to IT systems and communication tools will be maintained remotely when appropriate.
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7. Accommodation for At-Risk Employees

Employees who are at increased risk due to health or personal circumstances are encouraged to notify their supervisor or the Executive Director. NLLS will work with the employee to develop a reasonable and confidential accommodation plan.

8. Communication and Alerts

- Emergency communications will be distributed via email, internal chat, or telephone.
 - Closure announcements will be made as soon as possible.
 - All employees must ensure their contact information is current.
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9. Return-to-Work and Recovery

The Executive Director will determine when and how normal operations resume following an emergency and apprise the Executive Committee of those plans, considering:

- Government guidance
- Facility readiness
- Employee safety and availability

Employees may be required to complete a safety orientation or return-to-work plan prior to resuming duties.

10. Review and Maintenance

This policy will be reviewed every three years or as required by significant changes in legislation or operating environment.

NLLS Executive Board Chair

September 26, 2025

Date of Approval